

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
October 8, 2020
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County
Britney Hervey-Farris, Brooke County
Amy Wade, Ohio County
Robert Luchetti, Ohio County
David McCardle, Marshall County, Secretary/Treasurer
Mark Fitzsimmons, Marshall County, Chairman

Associate Supervisors Present

Steve Paull, Brooke County
Eric Blend, Ohio County

Others Present

Veronica Gibson, District Manager, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, NRCS/NPCD Soil Conservationist
J.L. Tennant, CED, FSA
Harry Aston, Crew, NPCD
Brent Lyons, Forester, WVDOP
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, October 8, 2020 at 10:00 a.m. at the USDA Service Center in McMechen.

Pledge of Allegiance – The pledge of allegiance was recited.

Approval of Agenda – Jim Anderson made a motion to add Knight's Farm Supply invoice in the amount of \$1,312.41 for repairs to the no-till drill and a letter of resignation from David Shipman. Seconded by David McCardle. Motion passed with a unanimous vote.

Minutes

David McCardle made a motion to approve the minutes of the September 2020 board meeting as presented. Seconded by Robert Luchetti. Motion passed.

Financial Report

Bank statements were not received from the bank for September. Bob Straub and David McCardle will review and report of the September financials at the November meeting.

Reports

- District Crew – Harry Aston reported the following:
 - All O&M work has been completed as per work orders from the WVCA except for rock removal and grate repair at Wheeling Creek #3.
- Farm Service Agency (FSA) – J.L. Tennant reported the following:
 - CFAP has paid over half a million dollars in the northern panhandle. A second round of signup is being held September 21 to December 11, 2020. J.L. reviewed the details and changes. If you have any questions, contact the FSA office.
- WV Division of Forestry (WVDOP) – Brent Lyons reported the following:
 - Reviewed a written report. Each supervisor received a copy of the report.
 - It is fall fire season. Brent passed out magnets with details.
 - Western fire crew has returned from Utah.
 - Arson reward of \$2,500 has been suspended. Funds are not available. All posters need to be removed.
- WV Conservation Agency (WVCA)
 - A copy of the monthly written report was provided to each supervisor for their review.
 - Mark Fitzsimmons reviewed the report and highlighted on the WVACD quarterly meeting.
 - Amy Wade presented the following questions:
 - District Policy Manual and Plan of Work – Veronica Gibson said that the policy manual will be mailed out to each supervisor for review/changes and will be presented as a draft manual at the January 2021 board meeting for approval. The plan of work was completed before July 1.
 - AgEP deadlines – Deadline to submit allocation formulas and new practices. Mark Fitzsimmons explained the allocation formula. There was a discussion regarding a new practice of irrigation/water system for a high tunnel water source. Jenn Kile is going to check to see if it is a practice that is already offered at the state level or if it is new.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written monthly report that was provided to each supervisor.
 - EQIP applications are still being accepted. A deadline date to accept applications has not been received.
 - NRCS contributed to and helped complete the NPCD newsletter.
- Wheeling Creek Watershed Commission (WCWC)
 - A WCWC meeting will be held on October 15, 10:00 a.m. by telephone.
- District Manager – Veronica Gibson reported the following:
 - Provided weekly reports to each supervisor for the month of September.
- Visitors
 - None

- Committee Reports
 - High Tunnel Committee
 - Britney Hervey-Farris reported the following:
 - Talked to Kacey Gantzer regarding needs of those with high tunnels. Kacey had more ideas. A survey is being conducted.
 - Amy Wade purchased a sub soiler. **Robert Luchetti made a motion to rent the sub soiler for \$25 per day. Seconded by Jim Anderson. Motion passed.**
 - Building Committee
 - Jim Anderson looked at the outdoor red building and felt the completed work looked good.
 - Mark Fitzsimmons reported that the electric for the outside of the USDA Service Center has not been repaired and there are several lights out in the ceiling inside the building. There was a discussion regarding replacing the inside ceiling lights with LED bulbs. **Jim Anderson made a motion to solicit bids for repairs to the outside lights of the front of the USDA Service Center and to replace all ceiling lights to LED lights. Seconded by David McCardle. Motion passed.**
 - Education Committee
 - Mark Fitzsimmons reported the following:
 - An education committee meeting will be held on November 5 at 10:00 am to coincide with the AgEP committee meeting. The education committee needs to discuss possible adult education trainings.
 - Equipment Committee
 - David McCardle reported the following:
 - The cattle squeeze chute with scale is available for rent for \$25 per day.

Old Business

- Associate Supervisor Guidelines
 - The associate supervisor guidelines will be included in the updated district policy manual.
- NACD National Meeting, February 2021
 - NACD will decide by mid-November if they will hold the annual meeting in person or virtually.

New Business

- Knight's Farm Supply Invoice
 - An invoice was presented from Knight's Farm supply in the amount of \$1,312.41 for repairs to the no-till drill. **Robert Luchetti made a motion to pay the invoice from Knight's Farm Supply in the amount of \$1,312.41 for repairs to the no-till drill. Seconded by Amy Wade. Motion passed.**
- Letter of Resignation
 - A letter of resignation was received from David Shipman effective October 23. David was hired as the soil conservation grant employee through NRCS. He has accepted a position with NRCS as a Soil Technician.

- Wheeling Creek #3 Inspection/Debris Removal Update
 - The Tygarts Valley Conservation District (TVCD) crew cut a road into Wheeling Creek #3 to remove the debris. Mark Fitzsimmons reported that per Gene Saurborn that this needs to be corrected/repared before winter. The water level of the dam needs to be lowered. All the materials that were cut from the dam need to be recovered and compacted back to where they came from. The WVCA is working with NRCS and dam safety to see that the work gets done correctly.
 - TVCD has not completed all contracted debris removal at this time.
- CDO Budget Revision – NACD National Meeting
 - Tabled until the November board meeting.
- WVACD Farm Recognition – Century Farm Expense
 - **David McCardle made a motion to pay one-night hotel stay and mileage for the NPCD conservation farmer and century farmer to attend the WVACD awards recognition program. Seconded by Chuck Glenn. Motion passed.**
- City of Cameron FY21 O&M Agreement
 - **David McCardle made a motion to approve and sign the FY21 City of Cameron O&M agreement as presented. Seconded by Robert Luchetti. Motion passed.**
- Potesta Invoices for Approval
 - Upper Grave Creek #1
 - \$7,083.75 - Invoice #161515 – Revisions to Geotechnical Report. Begin Preliminary Design.
 - \$7,615.00 – Invoice #161595 – 50% Design Submittal
 - Wheeling Creek #7
 - \$847.50 – Invoice #161596 – Preliminary Design

David McCardle made a motion to pay Postesta invoice 161515, 16595, and 161596 upon approval of the WVCA watershed division. Seconded by Robert Luchetti. Motion passed.
- New Conservation Agreement
 - Josiah Wallace/Marshall County/121 acres
 - Shane Riggle/Marshall County/51.1 acres
 - Corey Sobota/Ohio County/125 acres

David McCardle made a motion to accept J. Wallace, S. Riggle, and C. Sobota as new cooperators. Seconded by Chuck Glenn. Motion passed.
- AgEP
 - Payments

Name	Practice	Amount	Cost Share
Mark Otte	Lime	92.41 Tons	\$1,677.24
Thomas Stenger	Lime	40.84 Tons	\$787.41
Larry Moore	Lime	59.19 Tons	\$1,183.80
Suzan Smith	Heavy Use Area Protection	1500 sq. FT	\$1,980.00
Frederick Dague	Water System	1 system	\$2,569.46

Jim Anderson made a motion to approve the payments for M. Otte, T. Stenger, L. Moore, S. Smith, and F. Dague for their completed AgEP practice. Seconded by Chuck Glenn. Motion passed.

Correspondence

- Secretary David McCardle reviewed the following correspondence: 1) A flood insurance review.

Other

- David McCardle reported that the Marshall County SWA is holding an electronics and tire recycling event this Saturday at John Marshall High School.
- Britney Hervey-Farris may have to attend jury duty next month.

Executive Session - Personnel

- An executive session was entered at 12:09 p.m. to discuss personnel issues. The meeting resumed at 12:16 p.m.
- **Robert Luchetti made a motion to pay David Shipman back pay that is due to him. Seconded by David McCardle. Motion passed.**
- **Robert Luchetti made a motion to seek to hire a replacement for David Shipman through the NRCS grant program as long as Upper Ohio Conservation District agrees to partner with the employee. Seconded by Chuck Glenn. Motion passed.**

NEXT MEETING –The next meeting will be held on Thursday, November 12, 2020 at **9:00** a.m. at **the USDA Service Center in McMechen.**

There being no further business, the meeting was adjourned at 12:20 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson